INVOICE ONLINE
Subcontracts & Consultants
User's QuickGuide

The following information details the entire process that is followed for Booz Allen vendors to submit invoices to Booz Allen online and to check invoice history online.

Vendor Registration:
The first step to becoming an Invoice Online (IOL) vendor is to register on the IOL website at: https://iol.bah.com.   Follow the steps below to register online:

Step 1: On the left side of the IOL Home Page, scroll down to the section titled "Register".   Click the blue underlined hyperlink for "Click Here to Register".

Step 2: Carefully review the Terms & Conditions for invoicing online using IOL.   Please note that your vendor payment terms (ex. Net 30) are not expedited by using IOL.   Payment will still adhere to the specified payment terms.   If you agree to all the Terms & Conditions, click "Agree" at the bottom of the screen.

Step 3: Complete the registration form with the appropriate information. Note that you may leave blank any information you do not have (ex. BAH Vendor Number).   As an IOL vendor, click the first checkbox for: "If you plan on individual invoicing online, check this box".   Click "Submit" once you have completed the registration form.

Step 4: Your registration will be reviewed and evaluated by the IOL Systems Team. Once your registration has been approved, you will be provided with your IOL Username (your BAH Vendor Number) and Password.

Submitting Online Invoices:
Once you have been provided with your username and password, you may logon to IOL and begin the process of submitting invoices.   You will be asked to submit a test invoice through IOL to ensure that no mistakes are made when an actual invoice is put through and to identify any potential issues that may arise from online invoicing.   Also, note that you will be asked to submit paper invoices in parallel to online invoices for a period of 2 months.   This allows all your invoices to be properly reconciled and moved completely to an online environment.

Step 1: Logon to IOL at: https://iol.bah.com using the provided username and password.

Step 2: You will be displayed with the IOL Home Page, which is customized for each vendor. Your vendor name and address will be displayed in the upper left corner of the page.   The page also displays two graphs, showing you a visual snapshot of the statuses of your invoices, and the total amount invoiced on IOL to date.

Step 3: To submit a new invoice, click the "New Invoice" link on the Home Page or found on the top navigation bar throughout the site.

Step 4: You will be displayed with a list of all Purchase Orders that are open with Booz Allen Hamilton at that time.   The list will display the Purchase Order Number, Release Number (internal BAH number), PO Date, Labor Category Description (of the first line item on the PO), and Contract Number.   Using this information, locate the Purchase Order that you wish to invoice against and click the blue highlighted PO Number.

Step 5: You will be displayed with an online invoice with pre-populated data directly from the Purchase Order.   The top portion of the invoice requests information pertaining to the invoice you are about to submit.   Note that required fields (explained below) are marked with an * asterisk:
- Invoice Number – this is your company's unique invoice number. Please note that duplicate invoice numbers cannot be processed by the Booz Allen Accounting System and may cause a delay in processing your invoice.   Please ensure that duplicate invoice numbers are not used within a particular Purchase Order.
- Invoice Prepared By, Phone, Email – refers to the name of the person preparing the invoice, their phone number and email address.

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- Billing Start and End Date – refers to the period for which you are invoicing.   This period must fall within the POP (Period of Performance) Start and End Dates in order to submit the invoice.
- Check to ensure that the Remit To address displayed on the page is accurate.   If the address is not accurate, please contact the Project Manager or Subcontracts Administrator responsible for the Purchase Order.

Step 6: The line items portion of the invoice will display all the line items for Labor, Travel, ODC, and Fee (where applicable).   You will be displayed with line item totals, subtotals for each funding category, and Total Funding.   At a glance, you can view the Total Amount Invoiced to Date, the Amount Allocated on the Purchase Order and the balance remaining for which you may still invoice.   Note that only those lines that still have funding available on them will be open and allow you to enter information against.   All lines on the Purchase Order that are fully funded will not allow an entry against it.

- Comments – used if you have any notes or comments that are helpful in invoice processing.
- This Invoice – enter the amount you wish to invoice at this time on each open line item. This field is displayed for FFP and CP type subcontracts.
- Invoice Quantity – enter the amount of hours you wish to invoice for at this time.   The total line item invoiced amount will be auto-calculated using the rates entered on the Purchase Order.   This field is displayed for a T&M type subcontract.

Step 7: Once all information has been entered, click "Continue" to proceed to the next page.   Any error messages will be displayed in red font at the top of the page.   A button at the bottom of the page will instruct you to "Go Back".   Correct the information and click "Continue" to proceed.   If there are no error messages, you will be displayed with a summary page for you to view the invoice information entered and ensure that all information is correct.   Once you are satisfied with the invoice, click "Submit" to proceed to the last step.

Step 8: The last step prior to submitting the invoice is to attach any necessary or supporting documentation that you may have and need to submit (ex. timesheets, scanned receipts). To add an attachment, click the "Browse" button and locate the file on your computer for attaching.   Click "Add Attachment" to attach the file to your invoice.   You may attach as many files as necessary. Any format is accepted including: Word, Excel, PowerPoint, JPG, GIF, PDF.   If you have access to a scanner and prefer to submit your receipts online vs. mailing receipts to Booz Allen, you may upload as an attachment the scanned receipt images.   This will suffice as compliance with provision of receipts to Booz Allen.

Step 9: Once you have completed uploading all attachments (if any), click "Done" to send the invoice to Booz Allen for review and payment.   You will be displayed with a confirmation message informing you that your invoice has now been routed for approval within Booz Allen.   If you did not submit scanned receipts online, you will need to submit either original or photocopied receipts to the Accounts Payable department by mail or by fax with a printout of the IOL invoice submitted attached to the receipts (see next section for printing instructions).   Send invoices to:
Booz Allen Hamilton, Accounts Payable Dept., 8283 Greensboro Drive, Mclean, VA 22102.
Fax number: 703-902-3639

Be sure to also submit a paper invoice in parallel for the first 2 months using IOL to ensure complete reconciliation of paper vs. online invoices.

Checking Invoice Status:
To check the status of your invoice, follow the steps below:
Step 1: Click the "Invoice History" link on the top navigation bar.

Step 2: You can either input an Invoice Number and Invoice Date if you are searching for a particular invoice, or simply click "Search" to view all invoices submitted through IOL.

Step 3: You will be displayed with the PO Number, Release Number, Invoice Number, Invoice Date, Invoice Amount, and Status for each invoice you have submitted on IOL.   To open up an invoice, click the blue hyperlinked "Invoice Number" to view the invoice in read-only format.   You may print this page to submit with your paper receipts to BAH Accounts Payable.

If you have any questions while submitting an online invoice using IOL, please contact:
 Bill Quick @ 703-377-0175 / Christine Goodman 703-917-2815/Tessie Felarca @ 902-3030

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